



Objectives

- I. What is BEE?
- II. Requirements for Application
- III. Types of Grants Available
- IV. Areas of Focus for 2016
- V. Application & Scoring
- VI. Helpful Tips

What is BEE?

BEE (Building Entrepreneurial Economies) encourages community-based entrepreneurship in distressed communities & populations throughout Virginia.

What is BEE?

Specific targets:

- Small businesses with limited experience/expertise that require special support
- Place-based businesses that are tied to local or regional economic development efforts
- Economically distressed areas with limited business development

Who Is Eligible to Apply?

- Non-profit Organizations
- Local Governments
- Regional Planning Organizations
- Economic Development Organizations

Areas of Focus for Fiscal Year 2017

1. Entrepreneurial Strategy
2. Underserved Populations
3. Entrepreneur Preparation

**While all projects submitted will be reviewed and scored, DHCD will place a higher priority on projects that address areas of focus listed above.*

Areas of Focus for Fiscal Year 2017

Projects that develop an **Entrepreneurial Strategy**

- Focuses on developing a strategy for a community that does not currently have one
- Final plan should prepare the community to apply for other DHCD or non-DHCD resources to promote small business development.

Areas of Focus for Fiscal Year 2017

Projects that target **underserved populations**

- Education and capital resources to underserved populations with the outcome of job and/or business creation.
- New services or extending services into underserved/un-served areas.

Areas of Focus for Fiscal Year 2017

Projects that **prepare entrepreneurs**

Resources provided with the outcome of job/business creation

Examples include:

- Educational curriculum in targeted subject areas
- Credit and asset building
- Development of mentorship networks
- Entrepreneurial apprenticeship programs

Submission Requirements

- All applications must be submitted through CAMS (DHCD's Centralized Application Management System)
- Proposals due **May 16, 2016 (11:59 PM)**.
- Submit responses to **all** appropriate questions and include all required attachments.

Grant Payment Requirements

- If funded, MOU will outline milestones that must be achieved for payment.
- Milestones are negotiated on a project by project basis.

Types of Grants Available

Planning Grants

Research innovative means of providing business services, and identify resource gaps or develop entrepreneurial strategies

- Up to \$15,000
- Up to 6 months to complete planning
- Outcome : business development strategies that can be implemented to increase small business start-up and expansion/ job creation in distressed communities and populations
- No match requirement

Types of Grants Available

Implementation Grants

Communities and Organizations

- + Ready-to-go business development plans
- = Business start-up, expansion, and job creation

Types of Grants Available

Implementation Grants

Projects should be based on:

- Identified market demand
- Identified resource gaps
- Local and regional asset-based economic development strategies

Types of Grants Available

Implementation Grants

- Up to \$40,000 awards
- Up to 12 months to achieve all proposed outcomes
- Outcome: small business start-up or expansion and/or job creation

Leverage Requirements

- Minimum of 1:4 leverage (Implementation)
 - In-kind services
 - Cash – at least 25% of match

(Example: If you apply for a \$40,000 grant, \$2,500 of match must be a cash source and \$7,500 can be in-kind services)
- Proof of leverage documentation and commitment must be submitted as an attachment

Application Scoring – Planning Grants

Scoring Criteria	%
Project Description	75%
Area of Focus	15%
Leverage/Budget Description	10%
Total	100%

Application Scoring – Implementation Grants

Scoring Criteria	%
Project Description	40%
Community Economic Development Vision	20%
Area of Focus	10%
Outcomes	20%
Leverage/Budget Description	10%
Total	100%

Application

Project Description (40 points)

Should provide a clear understanding of the planning process or project operations.

Answers should demonstrate project need as well as show a strong approach to addressing the need and ability to achieve stated outcomes.

- Overview of the project
- Key staff and organizational capacity
- Readiness & project schedule (Appendix A)
- Sustainability

Appendix A: Workplan Template

Goal(s): _____

Project Description: _____ Event date or Project Completion date: _____

Anticipated Results/Measure of Success: _____

Chair/Person Responsible: _____ Phone: _____ E-mail: _____

Project Team Members _____



<i>Tasks</i>	<i>Person Responsible</i>	<i>Start and End Date</i>	<i>Cost</i>	<i>Revenue Generated</i>	<i>Volunteer Hours Needed</i>	<i>Staff Hours Needed</i>	<i>Progress/Completion/Comments</i>

TOTAL: \$ _____ \$ _____



Application

Community Economic Development Vision (20 Points)

Should demonstrate how the proposal aligns with local or regional economic and community development vision as well with the applicant's core mission.

- Project's alignment with local or regional community's vision for economic and community development.
- Project's alignment with the organization's vision for economic and community development.

Application

Areas of Focus (10 Points)

Should provide sufficient detail to give a clear understanding of how the proposed planning process or project design will meet one (or more) of the three areas of focus:

1. Entrepreneurial Strategy
2. Underserved Populations
3. Entrepreneur Preparation

Application

Output and Outcomes (20 Points)

Definitions:

- Outputs = activities or deliverables related to the budget.
- Outcomes = measurable impacts as a result of the grant.

For Implementation Grants Only: Grantees must submit an outcome matrix (Appendix B).

Appendix B: Outcomes Template

Title of Project: _____



<i>Output Measures</i>		
<i>Performance Measure</i>	<i>Goal/Target</i>	<i>Definition</i>
# of Participants		Participants include persons that participate in the program or offering
# of Borrowers		Borrowers include persons that utilize the a program supported by the BEE grant as loan funding
# of Business Plans completed		A business plan is a written document that describes in detail how a new business is going to achieve its goals
# of Microloans provided		A microloan is a short-term loan for working capital or the purchase of inventory, supplies, furniture, fixtures, machinery and/or equipment (up to \$50,000)
Value of Microloans		Total value of the microloans that are anticipated or have been completed
# of Alternative Financing Deals provided		Alternative Financing is from non-traditional lending sources
Value of Alternative Financing Deals		Total value of alternative financing deals anticipated or have been completed
Additional Performance Measures		
<i>Outcome Measures</i>		
# of net new full-time-equivalent jobs		Full-time equivalent equals the number of jobs that equal 40 hours of work per week. New jobs are those that have not been transferred or held previously.
# of existing jobs retained		Retained jobs are those that would have been transferred or laid off, had the financing/improvements not been made.
# of new businesses created		Defined as a new business opportunity to include products or services



Application

Budget and Leverage (10 Points)

- 1:4 match is required (Implementation only), with 25% of match from cash sources.
- Narrative should provide details to give a clear understanding of the project budget. Include what BEE and non-BEE funds will be used for.
- Appendix C – required attachment for all projects
- Applicants must verify the leverage requirement with contracts, memorandums of understanding, award letters, or other documentation.

Appendix C: Budget Template

Title of Project: _____

Project Activity	SOURCE OF FUNDS					TOTAL
	A. BEE	B. _____	C. _____	D. _____	E. _____	
1. Activity 1						
2. Activity 2						
3. Activity 3						
4. Activity 4						
TOTAL						

Application

Need to know:

- Limited funding - award for highest scoring proposals
- Funding continues down list until funds are exhausted
- DHCD reserves the right to not award funding projects that do not score at least 70 points

Audit Requirements

- Grantees are required to upload financial statements/audits into their CAMS organization's profile.
- For details on DHCD's policy:
http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf

Helpful Tips

- Reach out to DHCD staff to discuss your project - we can help you develop the strongest project possible!
- Don't wait until the last minute to submit application

Q&A



For More Information:

Jeff Sadler, Program Manager

Jeff.Sadler@dhcd.virginia.gov

804-371-7069

Tory McGowan

Tory.McGowan@dhcd.virginia.gov

804-371-7066

Joy Rumley

Joy.Rumley@dhcd.virginia.gov

276-676-5471 ext. 7

www.dhcd.virginia.gov

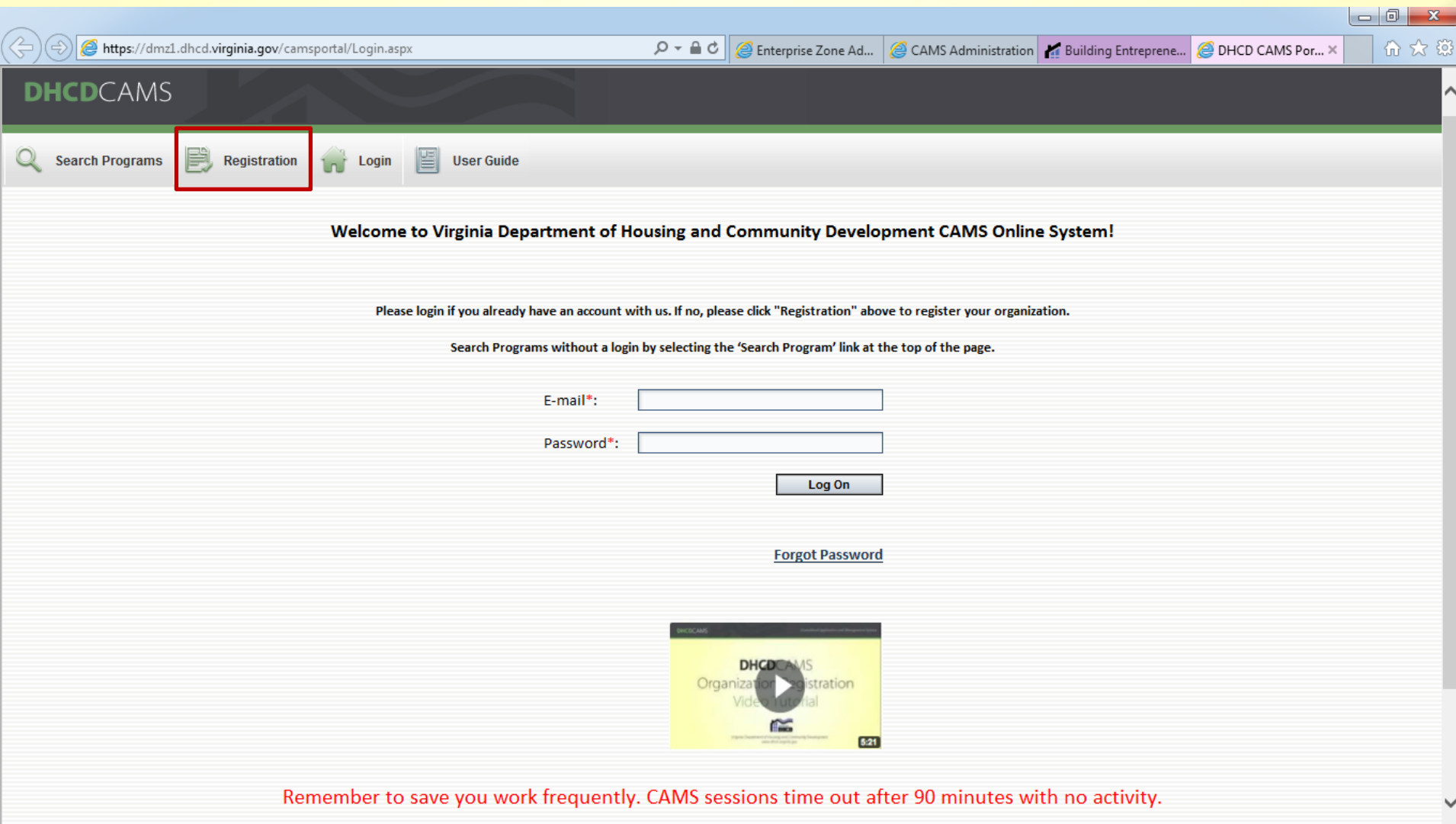


Using the CAMS System

All applications must be submitted through CAMS
(DHCD's Centralized Application Management System)

1. Register your organization
2. Use Google Chrome
3. Answers must be typed into narrative boxes in CAMS
 - Remove any formatting if copied from Word
4. Save your work as you go!

Register Your Organization



The screenshot shows a web browser window with the URL <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>. The page header includes the DHCD CAMS logo and a navigation bar with links for Search Programs, Registration (highlighted with a red box), Login, and User Guide. The main content area displays a welcome message and instructions for logging in or registering. Below the instructions are input fields for E-mail and Password, a Log On button, and a link for Forgot Password. A video player is embedded at the bottom, showing a thumbnail for 'DHCD CAMS Organization Registration Video tutorial'.

DHCD CAMS

[Search Programs](#) [Registration](#) [Login](#) [User Guide](#)

Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail*:

Password*:

[Log On](#)

[Forgot Password](#)

DHCD CAMS
Organization Registration
Video tutorial
5:21

Remember to save you work frequently. CAMS sessions time out after 90 minutes with no activity.

CAMS Organization Registration

Your organization must register in order to access funding through DHCD. Please note that DHCD does not provide direct assistance to individuals. Only one profile per organization is allowed.



Organization Primary Profile Manager/Contact

The profile manager below will be responsible for receiving profile notifications and will be required to keep the profile up to date.

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Contact Title:	<input type="text"/>	Cell Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*Contact Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Extension:	<input type="text"/>
*Contact Email:	<input type="text"/>		

Organizational Information

*Organization Name:	<input type="text"/>	*Street Address:	<input type="text"/>
		Address Line 2:	<input type="text"/>
*City:	<input type="text"/>	*ZIP Code:	<input type="text"/>
<input type="checkbox"/> Check this box if the organization address listed above is the mailing address.			
*Mailing Address:	<input type="text"/>	Address Line 2:	<input type="text"/>
*City:	<input type="text"/>	*ZIP Code:	<input type="text"/>
*Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	FAX Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*DUNS Number: ?	<input type="text"/>	*FEIN: ?	<input type="text"/>
Organization Website:	<input type="text"/> (eg. www.mysite.com)		
*Organization Type ? (Check all that apply):	<input type="checkbox"/> Nonprofit Organization		
	<input type="checkbox"/> Developer		
	<input type="checkbox"/> Localities		

*Mailing Address: Address Line 2:
*City: *ZIP Code:
*Phone Number: - - FAX Number: - -
*DUNS Number: *FEIN:
Organization Website: (eg. www.mysite.com)
*Organization Type ☐ Nonprofit Organization
(Check all that apply): ☐ Developer
☐ Localities
☐ CHDO
☐ Planning District Commission
☐ Housing Authority
☐ State Agency
☐ Other (Private for profit)

Select all activities in which your organization is involved. This information will allow DHCD to send notices or contact you based on your area of work or interest. Select all that apply.

Activity Type: ☐ Homeless Service
☐ Housing
☐ Economic Development
☐ Infrastructure
☐ Community Development

Organizational Leadership

☐ Check this box if the person listed above **IS** the organization's head or director.

Director First Name: Director Last Name:
Director Phone: - - Director Email:

Most recent annual audit

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600 East Main Street, Suite 300
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VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

www.dhcd.virginia.gov

Applications and Programs

The screenshot shows a web browser window with the address bar displaying <https://dmz1.dhcd.virginia.gov/CAMSPortal/Default.aspx>. The browser's tab bar shows several open tabs: "Enterprise Zon...", "CAMS Admini...", "Building Entre...", "DHCD CA...", and "dhcd.virginia...". The page header features the "DHCD CAMS" logo on the left and navigation icons on the right. The main content area contains two sections. The first section, titled "Applications And Programs", is highlighted with a red rectangular border and includes a red icon of a document with a checkmark. Below this, the second section, titled "View And Manage Projects", also includes a red icon of a document with a checkmark. To the right of the "View And Manage Projects" section is a "Logout" link. At the bottom of the page, there is a footer with the Virginia Department of Housing and Community Development logo, contact information, and a copyright notice.

DHCD CAMS

To search programs, apply for funding, determine application status or manage a profile select:


Applications And Programs


To view or manage projects or budgets, manage financial transactions, run reports or manage a profile select:

View And Manage Projects

[Logout](#)

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Apply for Program

https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/AppApply.aspx

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Virginia Department of Housing and Community Dev.- Community Development Division

Log Out


Profile Search Programs Downloads **Apply** Application Status View And Manage Projects User Guide


Apply Application

Find a Program:

- Building Entrepreneurial Economies (BEE) 2017 - BEE Implementation Grants - FY 2017
- Building Entrepreneurial Economies (BEE) 2017 - BEE Planning Grants - FY 2017
- Community Business Launch - 2017 - Community Business Launch - Admin
- Community Business Launch - 2017 - Community Business Launch - Community Grants
- Community Development Block Grant - 2016 - CDBG Planning Grants - 2016
- Community Development Block Grant - 2016 - Community Economic Development - 2016
- HOME 2015 - 2016 - Affordable and Special Needs Housing 2015-16 (May Submissions)
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Bay Aging Inc.
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Eastern Shore of Virginia Housing Alliance
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Foothills Housing Corporation
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Housing Partnerships Inc
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Mount Rogers PDC
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Southeast Rural Community Assistance Project
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Southside Outreach Group
- Indoor Plumbing and Rehabilitation - 2016 - IPR - Total Action for Progress
- Industrial Revitalization Fund - 2017 - Industrial Revitalization Fund Implementation
- Virginia Main Street - 2016 - Virginia Main Street Boundary Amendment Application
- Virginia Main Street - 2017 - Virginia Main Street Downtown Investment Grant
- Virginia Main Street - 2017 - Virginia Main Street Financial Feasibility Grant
- Weatherization Assistance Program 2016-2017 - Weatherization Assistance Program

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Edit Application

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Profile Search Programs Downloads Apply **Application Status** View And Manage Projects User Guide

Application Status

Incomplete Applications: ?

Application ID ? Project Name ? Withdraw ?

Application ID	Project Name	Program Name	Updated	Edit	Withdraw
12708052013112202	Report Template Test	Building Collaborative Communities	8/5/2013	Edit	Withdraw
8501272014102424	TEST- DHCD DO NOT PROCESS 1/27/2014	BEE Planning Grants - FY 2014	1/27/2014	Edit	Withdraw
15401272014160814	DHCD Test of Competitive Application	Competitive - 2014	2/27/2014	Edit	Withdraw
14801292014164151	CR Test	Construction-Ready Water and Sewer - 2014	1/29/2014	Edit	Withdraw
12401312014141027	Access Test	ARC Access Road	1/31/2014	Edit	Withdraw
15003042014140713	Test	Community Development Local Innovation - 2014	3/4/2014	Edit	Withdraw
18008082014152328	2015 ARC Test	ARC Area Development - 2015	8/8/2014	Edit	Withdraw
21811132014115609	CBL - Test	Community Business Launch - Community Grants	11/13/2014	Edit	Withdraw
22303202015121429	Test	Virginia Enterprise Zone Designation - 2016	3/20/2015	Edit	Withdraw
33903032016135238	IRF 2017 - Test	Industrial Revitalization Fund Implementation	3/3/2016	Edit	Withdraw
23803032016152254	VMS Test boundary	Virginia Main Street Boundary Amendment Application	3/3/2016	Edit	Withdraw
23803152016170751	123 main street	Virginia Main Street Boundary Amendment Application	3/21/2016	Edit	Withdraw
34904052016091634	CBL Test 2017	Community Business Launch - Community Grants	4/5/2016	Edit	Withdraw

Pending Applications: ?
No Applications Found!



Project Information

[Back](#) [Forward](#) <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2052> [Enterprise Zone Ad...](#) [CAMS Administration](#) [Building Entreprene...](#) [DHCD CAMS Por...](#)

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Log Out

[Profile](#) [Search Programs](#) [Downloads](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

Application Submission [Print](#)

Application ID: 34904052016091634

Project Name: CBL Test 2017 [Edit?](#)

Program Name: Community Business Launch - Community Grants

Application Start Date: 04/01/2016

Application End Date: 05/16/2016

Status: Incomplete

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)

[Save This Tab](#)

Project Information

Organization Name: Virginia Department of Housing and Community Dev.- Community Development Division

Project Primary Contact [?](#)

First Name*:

Last Name*:

Title*:

Email*:

Work Phone*: - -

Project Location [?](#)

Address*:

Zip Code*: - [Whats my +4?](#)

City*:

Primary Service Area [?](#)

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#)
York

City: [Add/Edit City](#)
No City Selected.

Town: [Add/Edit Town](#)
No Town Selected.

Project Budget

← →

https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2052

Enterprise Zone Ad... CAMS Administration Building Entreprene... DHCD CAMS Por... x

0 3 13 2

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Application Submission

Print

Application ID: 34904052016091634

Project Name: CBL Test 2017 [Edit?](#)

Program Name: Community Business Launch - Community Grants

Application Start Date: 04/01/2016

Application End Date: 05/16/2016

Status: Incomplete

Project Information

Project Budget

Narrative Information

Attachments

Additional Information

Save This Tab

Project Budget Information

Please enter your Total Request: \$

Cost/Activity Category		DHCD Request	Other Funding	Total
+ Administration	Add Delete	\$0.00	\$0.00	\$0.00
+ Training/Workshops/Meetings	Add Delete	\$0.00	\$0.00	\$0.00
+ Marketing/Advertising/Promotions	Add Delete	\$0.00	\$0.00	\$0.00
+ Other (no less than 50%)	Add Delete	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Budget Narrative:

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Narrative Information

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Application Submission

Print

Application ID: 34904052016091634 Project Name: CBL Test 2017 [Edit?](#) Program Name: Community Business Launch - Community Grants
Application Start Date: 04/01/2016 Application End Date: 05/16/2016 Status: Incomplete

Project Information Project Budget **Narrative Information** Attachments Additional Information

Save This Tab

Select a Project Type And Click the "Go" Button: ☒ Comprehensive Community Development

Please answer following questions:

1. 1. Briefly discuss your economic development strategy and how the CBL and the competition fit into the strategy.

2. 2. Based on your community's assets and your broader economic development strategy, have you identified business niches that you might target through the competition (e.g., arts and culture; outdoor recreation; restaurants and hospitality; technology; specialty retail.)

Attachments

Browser address bar: <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2052>

Navigation tabs: Enterprise Zone Ad..., CAMS Administration, Building Entreprene..., DHCD CAMS Por...

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Application Submission [Print](#)

Application ID: 34904052016091634 | Project Name: CBL Test 2017 [Edit?](#) | Program Name: Community Business Launch - Community Grants
Application Start Date: 04/01/2016 | Application End Date: 05/16/2016 | Status: Incomplete

Project Information | Project Budget | Narrative Information | **Attachments** | Additional Information

[Save This Tab](#)

Please submit/upload following required documents:

Letters of Support [Browse...](#)

Proof of Required Match [Browse...](#)

Map of Designated Area [Browse...](#)

Draft Class Schedule/Timeline [Browse...](#)

Draft Class Curriculum [Browse...](#)

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Navigation menu: Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, User Guide

Application Submission [Print](#)

Application ID: 34904052016091634	Project Name: CBL Test 2017 Edit?	Program Name: Community Business Launch - Community Grants
Application Start Date: 04/01/2016	Application End Date: 05/16/2016	Status: Incomplete

Project Information | Project Budget | Narrative Information | Attachments | **Additional Information**

[Save This Tab](#)

Enter optional comments regarding your application in the space below:

Update Profile Options

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Profile Downloads View Projects And Reports Financial Transactions Application And Programs **User Guide**

Organization

Profile

Audits

Project Roles

Documentation

Password Reset

	Contract #	Program Name	Start Date	End Date	Project Location	
1 Test Project)	15 - Ellis	DHCD NSP Test Subprogram	6/6/2015	12/6/2015	123 Main St., Richmond	Detail
		Industrial Revitalization Fund Implementation	1/1/2015	12/31/2016	55fsfs, Richmond	Detail
h 26, 2014	7-2 test	CDBG Planning Grants - 2013	1/1/2013	7/31/2014	500 Montour Drive, Richmond	Detail

te or Next 60 days

Project	Program	Reports	Date Due	Status	Last Updated On	Last Updated By	Comments
1 Test Project)	DHCD NSP Test Subprogram	NSP Resale/Transfer Checklist	6/6/2015	Not Started			
1 Test Project)	DHCD NSP Test Subprogram	NSP Funding Reservation Package	6/6/2015	Not Started			
1 Test Project)	DHCD NSP Test Subprogram	NSP Property Summary Log	6/6/2015	Not Started			

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https://dmz1.dhcd.virginia.gov/CAMSPortal/Profile/EditAudits.aspx?type=prj

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Questions?

